

(See Instructions on reverse)

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5-24-04

ARCHIVIST OF THE UNITED STATES  
John W. Carl

☒ is not required; ☐ is attached; or ☐ has been requested.

Records Officer

The attached electronic records disposition schedule is a new electronic application to be added to SBA's present records management manual.

N/A

**Draft 2/27/04**

**System Name:** Microloan ID Reporting System

**Program:** Microloan Program

**Legal Authority:** Section 7(m) of the Small Business Act, 15 USC 636(m)

**Restrictions:** This System contains personal information restricted under the Privacy Act. This System contains confidential, commercial or financial information the disclosure of which might be restricted under the Freedom of Information Act (FOIA).

**Purpose:** Intermediaries that participate in the Microloan Program are required to report to the Agency required information on each microloan approved. The Microloan System captures statistical data on the microloans issued by the Intermediary Lenders.

Item No.	Description of Records	Disposition
1.	Input. Data for the system is entered on-line via the Internet and represents data obtained from the following sources: Intermediary lenders (non-profit organizations such as women, minority and business owners with experience in lending and technical assistance).	Temporary. For 1992-1998 data Use disposition authority N1-309-86-1, item 50:13.  [After 1998, data is entered by the Intermediary Lenders via the Internet]
2.	Master File. The Master File is a Sybase database. The database contains demographic information such as the Lender's name and address, Lender ID, Lender and SBA loan numbers, Borrowers name and address, SIC and NAICS codes, business status.	Temporary. Cutoff data in 10 years blocks. Destroy when most recent record in block is 11 years old.
3.	Outputs: <ul style="list-style-type: none"><li>a. The system provides screen displays/inquiries on a number of specific fields. The system provides screen displays/inquires on a number of specific fields.</li><li>b. Statistical reports on lender and borrower information can be obtained through the PC based Microloan Report system.</li></ul>	<ul style="list-style-type: none"><li>a. Temporary. Delete when obsolete or superseded by subsequent online query.</li><li>b. Temporary. Delete or destroy when obsolete or superseded by subsequent statistical report.</li></ul>
4.	Documentation	Temporary. Destroy or delete

when superseded or obsolete

5. Backups

Temporary. Delete after the primary records have been deleted, or when replaced by a subsequent backup file.

6. Electronic mail and word processing copies:  
Electronic copies of records created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of records covered by other items in this schedule

Temporary. Delete after the recordkeeping copy has been produced.

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